

Important Notice for all Real Estate Continuing Education Providers regarding the 2014-2015 Continuing Education Module Courses

As part of the continuing education that is due each license year, all real estate brokers and salespersons must complete specific module training course(s) that cover topics in real estate that are significant and of current interest in the real estate market and profession. Brokers also have the additional requirement to complete a module specifically designed to address issues relevant to brokers. The Department of Commerce must publicize an outline of the topics covered by the module(s) and the number of credit hours by April 1 each year. One or more modules may be offered by any real estate continuing education provider approved by the Department of Commerce who has received approval for the course(s).

Here are additional details:

- The Department of Commerce, in consultation with a statewide real estate trade association and a statewide private continuing education provider, determines the specific topics covered by the modules each license year and the number of credit hours allocated to each module.
- The 2014-2015 module requirement totals 7.5 hours. The 7.5 hours consists of **TWO** 2014-2015 general modules, one titled Minnesota Disclosure Laws (**Module #1**) for 3.75 credit hours, and, the other titled Financing Issues, Earnest Money, and Trust Accounts (**Module #2**) for 3.75 credit hours. Both of these courses must be completed by all real estate salespersons and brokers alike. Licensees may complete the TWO modules with two different Minnesota-approved education providers, and completions may be on different dates and via different methods of instruction. An outline of the topics covered by each module (the course matrix) is part of each special general module course application, both of which are available on the Department of Commerce website.
- Completion of the Financing Issues, Earnest Money, and Trust Accounts (Module #2) will also satisfy the broker module training requirement for 2014-2015 (in other words, there will be no separate broker module course for 2014-2015).
- To get credit for EACH general module, the student must pass an examination taken at the end of the course (as part of the approved credit hours, not after them). The test must not be allocated credit of more than one-sixth of the time allocated to the module. The examination will consist of 20 multiple-choice and true/false questions randomly selected from a pool of 50 that will be provided to you by the Department of Commerce. The passing score is 14 or more correct. The examination questions were written by subject matter experts in consultation with the Department of Commerce. When the course is offered in a traditional classroom, the examination must be administered either on paper or via computer. When the course is offered as distance learning, the examination must follow Minn. Stat. §45.306.
- A student must be allowed to remain as long as reasonably necessary to complete the test.
- After your module course application has been approved, the Department of Commerce will send you the examination question pool. You must ensure that the questions that will appear on the test form are randomly selected each time you offer the examination. You may not disclose the questions or answers to anyone other than a test administrator or other person who reasonably may need to view them to assist you with test administration (such as a clerical employee charged with physically entering the questions into a test form or database).
- The law requires the course provider to prepare, administer, score, and pay any costs related to the tests.
- A course provider may contract with a third party for scoring of the test.
- These courses are part of the 15 hours of continuing education that are due each year, not in addition to them.
- Commercial-only salespersons and brokers are exempt from these module requirements but must file the appropriate exemption request form that is available at <http://mn.gov/commerce/> under Real Estate License Notices.
- It is likely that some licensees will not take a required module course before the deadline at the end of the license year. This will cause their licenses to become inactive. Licensees in these circumstances who wish to reactivate their licenses will be required to complete the most recent past license year's module course(s).